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Sent: Wednesday, September 05, 2007 10:21 AM
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Subject: FY 2007 SES Performance Management System Closeout
Attachments: SES Appraisal Form Instructions.doc

Some of the SES members have raised a few questions regarding FY 07 closeout under the new performance management system. While we expect to receive additional closeout guidance from the Office of Executive Resources by mid-September, we thought that it would be helpful to remind you of the following:

1. Unlike the former SES performance management system, each executive is limited to approximately 2/3 of a page to provide a narrative assessment against their Key Programmatic Accomplishments and the Key Leadership Attributes. The DOE SES Performance Plan and Appraisal Form Instructions (attached) state that you should provide clear, concise documentation of accomplishments for both Critical Elements.
2. The Performance Plan and Appraisal Form itself cannot exceed three pages. Please note that the font used for the narrative CANNOT be smaller than 10-point Times Roman font. The inclusion of your respective safety standard will add one to two pages to that total.
3. One important change from last year is that SES members are not permitted to submit a separate one-page bulletized list of accomplishments for inclusion in their appraisal documentation for consideration by the Performance Review Board.

Given the space constraints, we would recommend that you consider combining related Programmatic Accomplishments and Leadership Attributes. For example, most of the Site Managers have a Human Capital Key Program Objective. Accomplishments under that objective could be discussed in reference to the performance requirements for Leading People, Leading Change and Business Acumen included in the attached instructions.

The implementation of a new performance management system often results in questions from all involved parties. As always, our staffs are prepared to assist executives and Rating/Reviewing Officials through the closeout process. We will also provide the guidance from the Office of Executive Resources upon receipt. Let us know if we can be of any further assistance.

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